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TITLE: EDUCATIONAL ASSISTANCE PROGRAM	X PERSONNEL ADMINISTRATIVE	RESOLUTION NO: 96-0022
EFFECTIVE DATE: JANUARY 4, 1996	TYPE: X POLICY PROCEDURE	SUPERSEDES: POLICY # PROCEDURE #

GENERAL

The County encourages its employees to pursue every possible educational opportunity in order that they may grow both professionally and personally. In support of that policy, the County will provide, within its budgetary limitations, educational assistance to employees for approved courses of study which will maintain or improve job skills related to work currently performed or to a potential extension of the type of work currently performed.

ELIGIBILITY

All regular, full-time general fund employees and those regular, full-time, non-general fund employees within the appointing authority of the Board of Lucas County Commissioners, who have completed one year of continuous service in Lucas County employment, are eligible for participation in this program.

COURSE ELIGIBILITY

Each course or program of study must be targeted to improve job skills relating directly to the employee=s current position, or to an extension thereof. Such courses include, but are not limited to, qualification for an associates degree, and qualification for baccalaureate or advanced degrees. Courses must be sponsored by, and taken at an accredited college, university, technical school, community college or correspondence school. Courses must be taken on non-work hours. Non-credit, adult education courses are not eligible. All courses are subject to prior approval from the department head.

FUNDING

Lucas County will provide funds for reimbursement of instructional fees only, at the rate of 80% of the instructional fee, up to a maximum of \$500 per quarter/semester (\$2,000/calendar year). Only those courses approved by the Human Resources

Department will be eligible for reimbursement. Reimbursement is contingent upon funds availability, and only up to the annual appropriation made by the Board of County Commissioners.

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REIMBURSEMENT

Eligible employees shall receive tuition reimbursement for instructional fees only as follows:

- **80% of the instructional fee only, up to a maximum of \$500 per quarter/semester (\$2,000/calendar year).**
- **Number of courses are not to exceed ten (10) credit hours per quarter/semester.**
- **Attainment of a grade of A \geq 2.0 or better is required for reimbursement. If the educational institution uses a grading system other than a letter system, whatever form of passing documentation used by the school will be accepted.**
- **Original receipts and grades must be submitted for reimbursement.**
- **Employees must be employed in the County and in an active pay status at the time the course is completed for reimbursement.**
- **At the discretion of the County, reimbursement may be approved for employees not employed at the time of course completion due to layoff or retirement.**

NON-REIMBURSABLE EXPENSES

The following expenses are not eligible for reimbursement under this program:

- **Audited courses are not eligible for reimbursement.**
- **Books, parking, general application, activities or other miscellaneous fees are**

not eligible for reimbursement.

- **Courses not approved by the Human Resources Department are not eligible for reimbursement.**
- **Failure to complete courses for reasons other than those cited herein are not eligible for reimbursement.**
- **Under no circumstances can the reimbursement exceed 80% of the actual costs.**

APPLICATION/APPROVAL/REIMBURSEMENT PROCESS

All applications shall be reviewed/approved by the Human Resources Department upon a first-request basis:

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- **Eligible employees must complete the AEmployee section of the Educational Reimbursement Application and present it to their department head, thirty (30) days prior to course registration.**
- **The department head will insure that the courses requested will directly benefit the employee=s performance of present or reasonably contemplated job duties, by completing the ADepartmental Approval section of the Educational Reimbursement Application and submitting it to the Human Resources Department within five (5) work days of presentation by the employee.**
- **The Human Resources Department will insure that the applications meet the requirements of this policy prior to approval.**
- **Upon approval of application, the Human Resources Department will request a purchase order from Support Services, in the name of the employee, encumbering the maximum amount of reimbursement. A copy of the purchase order will act as receipt of application.**
- **Upon completion of the course, but no later than thirty (30) days after the quarter/semester, the employee must bring the original instructional fee receipt, purchase order copy, and original copy of grades to the Human Resources**

Department. Employees not in compliance with these requirements will not be reimbursed.

- **Employees who have received financial assistance from other sources will be reimbursed the difference between costs approved under this program and amounts received from the other sources up to the limits of this policy.**

- **Employees who are prevented from completing a course due to an involuntary transfer of shift will be reimbursed the difference between any refund from the educational institution, up to the limits of this policy.**

- **The Human Resources Department will be responsible to issue releases for reimbursement checks.**

The Lucas County Commissioners= Human Resources Department shall have oversight responsibility for the program, and for reviewing and approving reimbursement for those courses which meet the provisions of the program, and for adhering to budgetary limits on a first come, first served basis.

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The Board of County Commissioners expressly reserves the right to modify or cancel all or any portion of this program at any time without prior notice.

APPROVED BY:

DATE: